

Virginia FY2006 Water Quality Improvement Fund Request for Grant Applications

Strategic Nonpoint Source Water Quality Initiatives & Cooperative
Nonpoint Source Pollution Programs with Local Government

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I. INTRODUCTION AND BACKGROUND

As directed by the *Code of Virginia* and through the *Virginia Water Quality Improvement Fund Guidelines*, the Department of Conservation and Recreation (DCR) is making grant funding available, through a competitive process, to support strategic nonpoint source water quality initiatives and cooperative nonpoint source pollution programs. Funding for a wide range of eligible projects is available statewide. Throughout the state projects should support restoration of streams that fail to meet state water quality standards, or that support protection or restoration of other priority waters such as those containing critical habitat or drinking water sources. Within the Chesapeake Bay drainage area, projects should support local water quality programs that implement one or more elements of a tributary strategy to address nutrient or sediment reductions to the Chesapeake Bay. Within Tidewater Virginia, projects that support implementation of the Chesapeake Bay Preservation Act will also be eligible. All Water Quality Improvement Fund (WQIF) grant funds are awarded in accordance with the Water Quality Improvement Fund Guidelines. To view these guidelines visit the DCR website, <http://www.dcr.virginia.gov/sw/wqia.htm>.

II. REQUEST FOR GRANT APPLICATIONS

Through this request for grant applications, DCR will address two funding programs included in the Water Quality Improvement Fund Guidelines: (1) Strategic Nonpoint Source Water Quality Initiatives, and (2) Cooperative Nonpoint Source Pollution Programs with Local Governments. All proposals should implement nonpoint source pollution control actions, address local and state water quality priorities, expand local capacity to address nonpoint source pollution, and achieve measurable pollution reductions (nutrient, pathogen, and sediment reductions). For any construction project, small or large, proposals should quantify environmental results and the benefits that can be expected as a result of project implementation (i.e., measures implemented, pollutant reduction, improvement in biological or physical conditions).

Proposals will be selected based on anticipated long-term water quality benefits and cost effectiveness. Proposals submitted through this program that enhance implementation of existing state programs will be accepted. Projects that need to be completed in order to satisfy an enforcement action are not eligible for funding through this request for grant applications. DCR staff will work with successful applicants to ensure that final scopes of work clearly address issues raised during the proposal review process.

(A) Strategic Nonpoint Source Water Quality Initiatives

Proposals for the Strategic Nonpoint Source Water Quality Initiative program will be accepted from **state agencies, soil and water conservation districts, planning district commissions, local governments, nonprofit organizations, educational institutions and individuals** (defined as any corporation, foundation, association or partnership of one or more persons). All projects must demonstrate cost-effective solutions to local and state water quality problems, and should have statewide or regional transferability. All construction projects should achieve and quantify nonpoint pollution reductions. All proposals for the Strategic Nonpoint Source Water Quality Initiative program should provide for a defined project period not to extend beyond June 30, 2008.

A wide range of demonstration projects will be eligible for funding through the water quality initiatives. A nonexclusive list of several types of projects that would be considered for funding include the implementation of demonstration projects for:

- ❑ Stormwater management retrofits on existing or redevelopment sites.
- ❑ Promotion of better site design, low impact development, cluster development, and other innovative land use principles and practices.
- ❑ Replacement of failing septic systems with denitrification systems.
- ❑ Streambank restoration.
- ❑ Establishment of or support for buffer protection programs or long-term conservation and water quality easement acquisition programs.
- ❑ Pilot projects or programs that demonstrate various alternative animal waste management solutions such as litter and manure to energy demonstration projects, enhanced poultry litter transport programs, and demonstration project(s) that showcase the benefits associated with nutrient feed efficiency.
- ❑ Water quality restoration projects that provide for measurable water quality improvements and demonstrate technologies that have statewide or regional applicability.

(B) Cooperative Nonpoint Source Pollution Programs with Local Governments

WQIF funding for Cooperative Nonpoint Source Pollution Programs is available to **cities, counties, and towns**. This program makes funding assistance available to local governments to support long term, multi-year proposals for up to four consecutive years of WQIF funding, pending the availability of funds. Through long-term funding commitments, this program will enable local governments to utilize the resources needed to address nonpoint source pollution through watershed-based planning, restoration or protection efforts, and local ordinance and program changes. Implementation of the Virginia Tributary Strategies and Total Maximum Daily Load (TMDL) restoration (implementation) plans based on urban, suburban, and rural development land load reductions will be a major focus of this program. Agricultural BMPs are not eligible for funding through this program.

Successful proposals will include an on-the-ground implementation component as well as at least one other component addressing program enhancements or capacity building. A wide range of water quality projects and programs are eligible for funding. A nonexclusive list of example project areas that would be eligible include the development and implementation of:

- ❑ Stormwater management plans and ordinances that enhance existing state program requirements.
- ❑ Programs that result in permanent protection of riparian buffers along shorelines, tributaries, wetlands, and water bodies with perennial flow throughout urban, suburban and mixed open areas.
- ❑ Local stream rehabilitation and protection programs that are in compliance with applicable statutes and regulations.
- ❑ Nutrient management planning and implementation programs for developed areas, lawns, golf courses, parks, athletic fields, nurseries, and other managed areas.

- ❑ Septic system pump out, repair, or replacement programs for septic tank systems, construction of alternative waste treatment systems and connection to public sewer.
- ❑ Local government wetland rehabilitation and restoration programs.

III. AVAILABLE FUNDING

(A) Strategic Nonpoint Source Water Quality Initiatives

Approximately **\$1.7 million** in funding is available for distribution statewide for Strategic Nonpoint Source Water Quality Initiatives through the FY2006 Water Quality Improvement Fund allocation. As established by the WQIF guidelines, the funding is split at a 60:40 percent ratio between geographic regions, providing an estimated \$1,020,000 for Strategic Nonpoint Source Water Quality Initiative projects in the Chesapeake Bay watershed and an estimated \$680,000 for the Southern Rivers watershed. The minimum level of funding for each project is \$25,000 and the maximum level of funding is \$100,000. All proposals should provide for a defined project period for expenditure of funds by June 30, 2008. DCR reserves the option of funding project proposals from more than one year's WQIF allocation.

(B) Cooperative Nonpoint Source Pollution Programs with Local Governments

A total of **\$3.0 million** is available statewide for Cooperative Nonpoint Source Pollution Programs with Local Governments through the FY2006 Water Quality Improvement Fund allocation. As established by the WQIF guidelines, the funding is split at a 60:40 percent ratio between geographic regions, providing \$1,800,000 for the Chesapeake Bay watershed and \$1,200,000 for the Southern Rivers watershed. In a single fiscal year of WQIF funding, the minimum funding level for projects is \$50,000 and the maximum funding level is \$200,000.

Long-term projects with funding requests from multi-year WQIF allocations will be considered. Long-term project proposals must identify the specific requests for WQIA funding from future FY2007, FY2008, and FY2009 allocations. These long term funding commitments can run through June 30, 2011, and must be identified both on the Project Financial Form and in the budget narrative. DCR reserves the option of funding projects from more than one year's WQIF allocation. DCR reserves the option of canceling additional project budget allocations due to non-performance under initial grants. Pending the availability of future WQIF funding, multi-year program activities may total up to \$800,000.

IV. TIMELINE

The grant application and award funding timeline:

October 14, 2005	Issue request for grant applications
December 15, 2005	Deadline for submitting applications and project proposals.
February 2006	Target date for WQIF awards determination and posting for public comment.
April 2006	Target date to begin executing WQIF project agreements

V. PREPARING GRANT APPLICATIONS

All grant applications must include the items listed and described below. Letters of commitment such as permit approvals, project partnerships, board or council approvals, or other reference documents will be accepted as attachments.

- (1) Application Form – FY2006 Virginia Water Quality Improvement Fund
- (2) Project Financial Form
- (3) Proposal / Scope of Work (not to exceed 5 pages, 10 or 12 point font)
 - a. Project description
 - b. Water quality improvements and/or measurable environmental results expected from the proposed project
 - c. Education and outreach component
- (4) Budget Narrative – WQIF grant and matching funds

(1) Application Form – FY2006 Virginia Water Quality Improvement Fund

All grant applications must be submitted using the application form included in this document.

(2) Project Financial Form

All grant applications must include a completed Project Financial Form. The first budget column on this form must be completed by all applicants, and should be used to summarize project expenses for WQIF and matching funds according to the appropriate budget category. The last three budget columns are only for Cooperative Nonpoint Source Pollution Program with Local Governments and should be completed for projects requesting multi-year funding commitments.

(3) Proposal / Scope of Work

The proposal / scope of work document should be as descriptive as possible and no more than five pages (10 or 12 point font). The proposal should describe why the project is needed and what will be accomplished. Project coordination along with a description of the education and outreach component of the project should also be described.

(a) Project Description

Proposals should clearly define the water quality concern or state program priority that the proposed project will address. Where applicable, project location in terms of river basin, water quality impairment, or hydrologic unit(s) of concern should be clearly identified. All proposals must describe the corrective action that will be taken to address water quality concerns and the anticipated public involvement process. Proposals should also communicate local commitment and fully describe coordination with state and federal agencies, public-private partnerships, and landowner involvement or interest. Strategic Nonpoint Source Water Quality Initiative project proposals should describe statewide or regional transferability and the statewide program priority that will be addressed. Proposals for the Cooperative Nonpoint Source Pollution Programs with Local Governments should include an on-the-ground implementation component as well as at least one other component addressing program enhancements or capacity building.

(b) Water Quality Improvements

All project proposals must describe the water quality benefits to be achieved and whenever possible include adequate information to quantify pollutant reductions or measurable environmental results to be achieved. To ensure that project reviewers have adequate information to gauge efficacy and cost-effectiveness of projects, applicants are requested to submit as much information as possible regarding pollutant reductions that will be achieved by the project. Where defined pollution control actions and specific best management practices are identified, information will be needed for each type or category of best management practice or control action being proposed. Where applicable, proposals should include the following information:

- ❑ A clear description of the number and type of management practices to be installed, along with the hydrologic unit location and area to be benefited.
- ❑ Estimated nutrient and sediment reductions to be achieved.
- ❑ Tributary strategy element(s) or TMDL impairments to be addressed.
- ❑ Proposals that enhance local government capacity and implement statewide program initiatives, should describe how pollutant reductions will be leveraged and provide a basis for estimated long term reductions.

(c) Education and Outreach Component

Applicants are encouraged to include an education and outreach component, or technology transfer, as a deliverable. This could be in the form of printed materials, workshops, signage at demonstration sites, etc.

(4) Budget Narrative – WQIF Grant and Matching Funds

WQIF Grant - The budget narrative should identify major project components and detail expenditures in accordance with the budget line items found in the Project Financial Form (i.e. personnel, travel, equipment, contractual, construction, etc.) The budget narrative must itemize known or best projections of budget line item costs. For example, if “equipment” is a total of \$15,000, the budget narrative should identify and describe all intended equipment expenditures.

Matching Funds - Project matching funds must be included in the budget narrative, as well as summarized on the Project Financial Form. The guidelines specify that a 50% match is required for all projects. Projects demonstrating high cost-effectiveness for nutrient or sediment reductions and which demonstrate fiscal constraints of the applicant may be eligible for greater than fifty percent of project funding. The director of DCR and the Secretary of Natural Resources will oversee requests for special consideration. Factors taken into account in determining approval of special consideration for local government projects will include comparative revenue capacity, revenue efforts, and fiscal stress as reported by the Commission on Local Government.

Provide the status of, and the process for, obtaining other funds for the project. Given the timeline for submitting grant applications, if necessary, official approval of match from a local government board or council can be sought after the application is submitted. Before grant agreements are finalized selected applicants will be expected to provide copies of contracts, award letters, letters of commitment, or other documentation that may be necessary to confirm commitments of matching funds for the project.

Match can only be accrued during the project period. Expenditures or match accumulation prior to the effective start date of a WQIF grant agreement will not be accepted. Match may be either direct project funding or properly documented in-kind contributions and services. DCR will accept a fair and reasonable value of donated services by employees of other organizations and volunteers. These match amounts should be calculated as follows:

- Match from services of employees of other organizations
When an employer, other than a grantee, furnishes the services in the employee's normal line of work, the services will be valued at the employee's regular rate of pay, exclusive of the employee's fringe benefits and company overhead costs. For these services to be accepted as match, the employer must provide a letter to certify the hourly rate and to confirm that the time matched is not otherwise obligated to other projects, programs or grants. If the services are in a different line of work, then the rates described in the next section, "Match from services of volunteers" apply.
- Match from services of volunteers
Unpaid services provided to a grantee by individuals will be valued at rates consistent with those ordinarily paid for similar work in the grantee's organization. If the grantee does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation.

If a grantee is not able to determine the volunteer match value, DCR will accept the Virginia Average Hourly Value as determined by the Virginia Employment Commission's Economic Information Service Division, for adult volunteers. The current Virginia average volunteer value is \$17.79, and includes a 12% allocation for fringe benefits. If directly applicable to the project, the appropriate match value to use for children and volunteers 18 and younger is the state minimum wage of \$5.15.

The Water Quality Improvement Fund is a state funded grant program established and administered by the Commonwealth of Virginia. Federal monies, with or without match requirements, are eligible as match provided they have not been matched to another project and as long as no policy or procedure of the administering federal agency is being violated.

The budget narrative should summarize all anticipated project expenditures and identify all sources and amounts of proposed matching funds. Each budget category on the Project Financial Form does not have to be matched at a 50/50 rate, as long as the total match equals the total DCR funding, i.e. 50% of the total cost of the project. All project budget items must be described according to the categories on the Project Financial Form. Guidelines for completing budget categories are provided on the last page of this document.

VI. DCR CONTACTS

General questions regarding this request for grant applications, the grant process, for project inquiries applicable to multiple watersheds or that have statewide application, or to obtain electronic copies of the FY2006 WQIF application forms contact:

Sarah King, WQIA Program Manager

E-mail, sarah.king@dcr.virginia.gov

Phone, 804-225-3785

Specific questions pertaining to development of cooperative nonpoint source pollution programs with local governments, regarding a targeted local water quality initiative, or requests for electronic versions of the FY2006 WQIF application forms should be directed to the appropriate DCR regional office manager listed below.



- 1 **Abingdon** (Upper Tennessee & Big Sandy Watersheds Office): 252 W. Main Street, Suite 3, Abingdon, VA 24210; phone: (276) 676-5529, neal.kilgore@dcr.virginia.gov – L. Neal Kilgore
- 2 **Clarksville** (Roanoke Watershed Office): 11632 Highway 15 South, Clarksville, VA 23927. phone: (434) 374-3648, email: timothy.ott@dcr.virginia.gov – Timothy (Tim) Ott
- 3 **Dublin** (New River Watershed Office): 148 Broad Street / P. O. Box 1506, Dublin, Va. 24084; phone: (434) 374-3648, email: timothy.ott@dcr.virginia.gov – Timothy (Tim) Ott
- 4 **Richmond** (James River Watershed Office): 101 North 14th St., 11th Floor, Richmond, VA 23219; phone (804) 786-3958, email: moira.croghan@dcr.virginia.gov – Moira Croghan
- 5 **Staunton** (Shenandoah Watershed Office): 44 Sanger Lane, Suite 102, Staunton, VA 24401; phone: (540) 332-9991, jim.echols@dcr.virginia.gov – Jim Echols
- 6 **Suffolk** (Albemarle, Chowan & Coastal Watersheds Office): 1548-A Holland Road, Suite 200, Suffolk, VA. 23434; phone: (757) 925-2392, fran.geissler@dcr.virginia.gov – Fran Geissler
- 7 **Tappahannock** (York & Rappahannock Watersheds Office): Rappahannock Office #6, 772 Richmond Beach / P. O. Box 1425, Tappahannock, VA 22560; phone: (804) 443-6752, matt.cribblez@dcr.virginia.gov – Matt Cribblez
- 8 **Warrenton** (Potomac Watershed Office): 98 Alexandria Pike, Suite 33, Warrenton, VA 20186-2849; phone: (540) 347-6422, marc.aveni@dcr.virginia.gov – Marc Aveni

VII. EVALUATION AND AWARD CRITERIA

Projects will be scored for each of the evaluation areas listed below to prioritize projects for the distribution of available funds. A team of DCR and other agency or local government staff will be established to evaluate all grant applications and proposed projects. DCR will consider geographic distribution and diversity of project types. Final decisions for project selection are at the discretion of the director of DCR. All evaluation criteria will be weighted equally.

The following evaluation criteria apply to all grant applications and proposed projects for both the Strategic Nonpoint Source Water Quality Initiatives and the Cooperation Nonpoint Source Pollution Programs with Local Governments:

- Pounds of total nitrogen, phosphorus, and sediment reduced by the project
- Location of the water quality restoration, protection or improvement project or program within a watershed or sub-watershed with documented nutrient and sediment loading problems or adopted nutrient and sediment reduction goals
- Cost-effectiveness of the project in achieving measurable reductions of nonpoint sources of pollutants, or establishment of capacity building initiatives for long term nonpoint source pollution reductions. Evaluation of the availability of other funding sources for the project and the leveraging of public and private matching funds.
- Overall project design for meeting the program objectives. Specific plans or methodology to be used to achieve objectives. Qualifications and experience of the project sponsor and partners in providing the successful completion of the project.

The additional criteria listed below only applies grant applications for the Cooperative Nonpoint Source Pollution Programs with Local Governments:

- Development or enhancement of a local government cooperative program to address identified nonpoint source pollution impairments or degradation. Sustainability of the project for long-term and lasting benefits through broad action, ordinance changes, permanent program improvements, or infrastructure upgrades.

The Water Quality Improvement Act requires that an announcement of projects approved for funding be made available for public comment at least 30-days prior to executing grant agreements. This list will be posted on the DCR web site: <http://www.dcr.virginia.gov/sw/wqia> Grant agreements will be distributed following this public comment period, and should then be signed by the grantee within 60 days of receipt of contracts to maintain eligibility.

VIII. APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit **7 hard copies and one electronic version** (Microsoft Word or Adobe Acrobat PDF files are preferred) of all proposals and supporting information to the Department of Conservation and Recreation **by 5:00 pm on December 15, 2005** or postmarked by this date and time. Proposals not delivered or mailed accordingly may be disqualified. Please do not submit applications in spiral bindings or hard covers. Final grant application packets must be submitted or addressed for delivery to:

Sarah King, WQIA Program Manager
Department of Conservation and Recreation
203 Governor Street, Suite 206
Richmond, Virginia 23219
E-mail, sarah.king@dcr.virginia.gov

IX. GRANT AGREEMENT / TERMS AND CONDITIONS

The Department of Conservation and Recreation will make use of a standard grant agreement and general terms and conditions of the Commonwealth for all Water Quality Improvement Fund projects awarded funding through this request for grant applications. These documents are available for reference on the DCR website, <http://www.dcr.virginia.gov/sw/wqia>.

APPLICATION FORM
FY 2006 Virginia Water Quality Improvement Fund

1. TITLE OF PROPOSED PROJECT
2. APPLICANT(S)
Project Sponsor:
Contact Person:
Address:
City, State, Zip Code
Phone () Fax () E-mail
3. LOCATION OF PROPOSED PROJECT (IF APPLICABLE)
A. Project Location - County, City, Town, Statewide, etc:
B. State watershed name: State watershed number / HUC: Name of major stream, river, lake or other water body addressed by project: <p style="text-align: center;"><i>To locate the state watershed name, and number / hydrologic unit code (HUC), visit:</i> http://192.206.31.57/arcims/website/hubas/viewer.htm</p>
C. Project is located in (mark one): <input type="checkbox"/> Chesapeake Bay watershed <input type="checkbox"/> Southern Rivers watershed <input type="checkbox"/> Other If a project is located in both major watersheds, please estimate percentage in each: <input type="text"/> % Chesapeake Bay watershed <input type="text"/> % Southern Rivers watershed
D. Does project address an impaired water body identified as impaired on the 2004 DEQ 303(d) Impaired Waters List? Total maximum daily loads (TMDLs) are required for impaired waters on the 303(d) list. To view the current list visit, http://www.deq.virginia.gov/wqa/pdf/2004ir/irch33ay04.pdf or more info http://www.deq.virginia.gov/wqa/ir2004.html <input type="checkbox"/> Yes <input type="checkbox"/> No Which segment and stream? List type of impairment:
4. FUNDING
A. Request project be considered for FY2006 WQIF program funding for (mark one): <input type="checkbox"/> Strategic Nonpoint Source Water Quality Initiatives <input type="checkbox"/> Cooperative Nonpoint Source Pollution Programs with Local Governments <input type="checkbox"/> Consider for both programs
B. Amount of FY2006 WQIF funds requested: \$
C. Amount of match funds provided: \$

5. PROPOSED DURATION

A. Proposed project period (include start date and completion date):

Anticipated start date of FY2006 WQIF projects, following review process, is estimated to be April 2006.

6. POLLUTANT REDUCTIONS / ENVIRONMENTAL BENEFIT

Please describe what quantity of nutrients or other pollutant reductions, are expected to be achieved by this project, or other anticipated environmental benefit.

7. ABSTRACT

Please provide a brief project abstract:

8. APPLICATION SUBMISSION

Applicants are required to submit **7 hard copies and one electronic version** (Microsoft Word or Adobe Acrobat PDF files are preferred) of the application, project proposal, and supporting information to the Department of Conservation and Recreation **by 5:00 pm on December 15, 2005** or postmarked by this date and time. Proposals not delivered or mailed accordingly may be disqualified. Please do not submit applications in spiral bindings or hard covers. Grant application packets must be submitted or addressed for delivery to:

Sarah King, WQIA Program Manager
Department of Conservation and Recreation
203 Governor Street, Suite 206
Richmond, Virginia 23219
E-mail, sarah.king@dcr.virginia.gov

COMMONWEALTH OF VIRGINIA
Department of Conservation and Recreation
FY2006 Water Quality Improvement Fund
Project Financial Form

Federal ID#: _____
Project Sponsor: _____
Project Contact: _____ Email: _____
Address: _____
Project Title: _____

All project sponsors
must complete this
budget column

*The columns below should be used for long term Cooperative
Nonpoint Source Pollution Programs with Local Governments,
which will require multi-year WQIF funding commitments.*

**WQIF FUNDS
(State)**

Budget Estimates of State Funds Needed for Project

	FY2006 WQIF ~ 4/1/06 – 6/30/08	FY2007 WQIF ~ 4/1/07 – 6/30/09	FY2008 WQIF ~ 4/1/08 – 6/30/10	FY2009 WQIF ~ 4/1/09 – 6/30/11
Personnel	\$	\$	\$	\$
Fringe	\$	\$	\$	\$
Travel	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Supplies	\$	\$	\$	\$
Contractual	\$	\$	\$	\$
Construction	\$	\$	\$	\$
Other Direct	\$	\$	\$	\$
*TOTAL	\$	\$	\$	\$

All project sponsors
must complete this
budget column

*The columns below should be used for long term Cooperative
Nonpoint Source Pollution Programs with Local Governments,
which will require multi-year WQIF funding commitments.*

MATCH FUNDS

Budget Estimates of Match Funds Needed for Project

	FY2006 WQIF ~ 4/1/06 – 6/30/08	FY2007 WQIF ~ 4/1/07 – 6/30/09	FY2008 WQIF ~ 4/1/08 – 6/30/10	FY2009 WQIF ~ 4/1/09 – 6/30/11
Personnel	\$	\$	\$	\$
Fringe	\$	\$	\$	\$
Travel	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Supplies	\$	\$	\$	\$
Contractual	\$	\$	\$	\$
Construction	\$	\$	\$	\$
Other Direct	\$	\$	\$	\$
Indirect	\$	\$	\$	\$
TOTAL MATCH	\$	\$	\$	\$

For an electronic version of this form contact Sarah King, 804-225-3785 or sarah.king@dcr.virginia.gov.

Guidelines for Completing Budget Categories Project Financial Form

The Project Financial Form summarizes the project budget into the budget categories below. For approved projects, a form similar to the Project Financial Form will be included in the grant agreement and will then be submitted with project reimbursement requests serving as the project invoice. Guidelines for determining budget categories for project expenses are below.

- Personnel:** WQIF grant funds for personnel charges should only be for staff within the project sponsors organization, and for staff members who are directly involved in the project. This category does not include contractual staff. In-kind personnel contributions from project partners may be listed as personnel under the Match funds section of the Attachment B. Use the actual annual salary or hourly wage of project staff to determine expenditures and/or match amounts based on estimated time to be spent working on the project.
- Fringe Benefits:** In the budget narrative please provide the percentage used for fringe benefits, the basis for its computation, and the types of benefits included.
- Travel:** Mileage traveled and other costs for travel including lodging and meals. Travel reimbursements are for actual costs based on organization policies, and is not to exceed those included in the *Commonwealth of Virginia Policies & Procedures, Topic No. 20335, State Travel Regulations*. A vehicle mileage rate of \$.325/mile is used.
- Equipment:** Only equipment items valued at more than \$5000 per unit should be reported. Items less than \$5000 should be listed as supplies.
- Supplies:** This category includes tangible property items with a per unit cost value of less than \$5,000. Supplies must be itemized in the budget narrative.
- Contractual:** Contractual costs include subcontracted work to be completed by those other than the project sponsor. This may include design and engineering services, legal contracts, easement surveys, analysis of water samples, etc.
- Construction:** This category includes direct costs related to installation of best management practices and other pollution control measures.
- Other Direct:** Miscellaneous items. These items must be listed in the budget narrative, in sufficient detail to determine if they are reasonable and allowable.
- Indirect:** No indirect costs will be funded. Indirect charges may be used as project match. The indirect cost rate must be documented in the match narrative.